



Ancilla College

## Course Syllabus – CS 135 – Sections 1 and 2

Section 04 – 6:45pm to 9:45pm Monday

Office Hours – By Appointment – email or phone

### **Contact Information -**

Instructor – Gerard Arthus

Email – garthus801@gmail.com

Phone:

Cell - 631-335-5250

Home – 574-217-8726

### **Required Materials (available On-line or at the Ancilla Bookstore) -**

- Text – Pinard/Romer, CMPTR, 9781111527990 Course Technology, 2012; the textbook is not required but students must buy the SAM Code for doing the SAM Assignments. Used textbooks can be purchased, rented or textbooks may be shared as long as the student is able to get access to the reading materials.
- SAM 2010 Assessment, Training and Projects (Access code card). ISBN#9781111669362 (you can buy SAM Access without buying the book).

### **Our Mission:**

Ancilla College is a liberal arts institution of higher learning sponsored by the Poor Handmaids of Jesus Christ. The College's religious tradition is Roman Catholic; its climate, ecumenical. In a caring environment, Ancilla serves a diverse population, as we transform and empower students to achieve high academic goals, lifelong learning, successful careers and values-centered lives.

### **Resources Needed -**

- Computer with Internet access, using Windows 7, Windows XP or Vista
- Microsoft Office 2010 Professional Software, available for purchase at the Ancilla Bookstore for \$20.00
- A flash drive (USB Stick), to use for backing up all course files in case of system failure; 4-8GB is the recommended size.

### **Course Description -**

This course provides a brief introduction to Computers and Information Systems; the Windows Operating System and file management, and the Internet. The main

emphasis will be on Microsoft Office 2010 Professional Software (Word, Excel, PowerPoint and Access). Learning of the applications will be through lab exercises, On-line activities and problem solving.

## **Course Goals -**

This course is a general education requirement for Ancilla students and it is project oriented. Students will use these programs to present their research by producing various documents and presentations. It is assumed that students have a basic understanding of how computers work and have some Internet experience. Students who do not have this knowledge or feel uncomfortable when working with the computer should notify the instructor. If possible, after-hours instruction will be provided to make sure that everyone has a basic understanding of computer operations. Basic skills required are: Basic skills required are: using a 2-button mouse, using a keyboard, the difference between files and folders, starting a program, closing a window, going to a specific web address, downloading a file, uploading a file, using an email software, etc.

## **Academic Core Values addressed in this course -**

The work in this course, like all courses at Ancilla College, is guided by the idea that all students who graduate from the College must demonstrate that they can:

1. Identify and solve problems using critical thinking.
2. Speak and present information in varied contexts.
3. Create and present information in formal written formats.
4. Recognize and critique significant historical, political, social or cultural forces that shape society.
5. Analyze and solve quantitative problems using mathematical reasoning.
6. Apply the scientific method and evaluate how science acquires new knowledge.
7. Identify and use appropriate computer and communication technologies.
8. Articulate ethical values and employ moral reasoning in decision-making.

## **Student Learning Objectives -**

Through lab projects and teacher led demonstrations and discussions, students will be able to demonstrate the basic core objectives including:

- Understand what the differences between data, information and knowledge are; and how to find and validate information on the Internet
- Understand what Systems are and how they operate
- Create and edit Word documents
- Format a multiple page documents
- Create worksheets and add embedded chart(s)
- Use formulas, functions and formatting to enhance spreadsheets
- Create charts & work with large worksheets
- Create a database using design and data-sheet views

- Query a database using the select query window
- Maintain a database using the design and update features
- Use a design template and text slide layout to create presentations
- Use the outline tab to create a slide show and clip art
- Integrate Office applications and the World Wide Web
- Create a unique and personal online portfolio using skills learned throughout the semester

## **Measuring student achievement –**

At the completion of this course, students will be able to demonstrate their knowledge & skills through:

- Demonstration of their online portfolio with personal reflections on learning
- Active participation in the course discussion forums and class activities
- Completion of homework and original project files in each software application
- Knowledge of technology and communication concepts and hands-on skills exams and quizzes
- All written assignments will be graded for content as well as grammatical presentation

## **Grading -**

Students have a choice to participate in two types of grading formats. The 'Academic format'; which entails traditional grades based upon letter grades 'A' through 'D' or what I will call, 'the Real-World' format; which grades student work based upon it being completely 'acceptable' in its final product or as 'unacceptable'. In the 'Real-World', one is not given a letter grade for work which has been submitted, the work is either acceptable, or it is not. Work is allowed to be resubmitted until it becomes acceptable, all within an agreeable time-frame. This means that work either gets a grade of 'A' or it is considered incomplete. If they choose this method, I am willing to work with students individually (extra office hours). The benefit of this type of process is that the students end up with a much better product for their efforts. The materials are better understood and the portfolio contains better work. While the Real-World format entails more work for the instructor, I am willing to do the work, if the student is willing to also do the extra work that it takes to better understand the course materials. No one will be penalized for choosing either grading format. I must be notified by the second week of classes, as to which format a student chooses.

## **Class Attendance Policy:**

Attendance will be taken every day, for those students in a sports program or receiving financial aid attendance is critical. Also, because of the way class lectures are constructed, attendance will be beneficial for helping students do the

work. Students can schedule additional study time by agreement and I will be available when necessary.

### **Disability Accommodation Statement:**

If you have any disability that may require accommodation, or if you have questions related to any accommodations, please speak with the instructor and an Advising Center Lab staff member as soon as possible. The Advising Center Lab is located in Room 204 or can be reached at (574) 936-8898, ext. 302. Please be advised that in order to receive services, you must complete the disclosure and accommodations request process.

### **Late Work & Make-up Work Policies;**

All assignments are due before the end of the semester. The policy for doing the assignments is that they can be redone as many times as the student would like. The reasons for this policy are explained in the introductory materials posted on the web-assist site.

### **Academic Integrity:**

Honesty is required in all courses. You may not submit work that is not your own. This includes plagiarism (using someone else's work and not citing it as theirs) and cheating (taking or copying someone else's work and passing it on as your own). Permitting other students to use your work as their own also violates the principle of academic integrity. Ancilla College stresses the importance of academic integrity. A student who plagiarizes or cheats will fail that assignment or assessment. Any repeated violation of this policy will result in dismissal from Ancilla College. All honor violations will be reported to the Dean at the time they are detected. Students should understand basic copyright rules; attribution must be given if the work is copyrighted in a way which restricts its use. If the work is in the Public Domain (as much of my materials are); it can actually be used without attribution. You must understand the restrictions placed on any materials you may find in books or on the Internet.

### **Portfolio Connections:**

Assignments in this course can be saved and used as artifacts in your student portfolio. Please refer to the *Student Portfolio Guide* for more details but **always** save your assignments in several places so you have a back-up copy for your own records.

### **Assessment & Grading:**

Course grades are earned by students through academic work that is assessed by instructors and recorded in the Office of the Registrar at the end of each semester. Grades are standardized measurements of levels of comprehension within a course.

<b><i>Points earned</i></b>	<b><i>Percentage of total</i></b>	<b><i>Grade</i></b>
185 - 200 points	93 to 100 percent	A
179 - 184 points	90 to 92 percent	A-
173 - 178 points	87 to 89 percent	B+
165 - 172 points	83 to 86 percent	B
159 - 164 points	80 to 82 percent	B-
153 - 158 points	77 to 79 percent	C+
140 to 152 points	70 to 76 percent	C
129 to 138 points	64 to 69 percent	D
Below 128 points	Below 64 percent	F

	<b>Topics covered this week and Expected Learning Outcomes</b>	<b>Activities and Assignments</b>	<b>Graded Assignments, all assignments are due by the last week of the semester see web-assist site for more information</b>
<b>Week 1</b>	<ul style="list-style-type: none"> <li>Course Introduction</li> <li>Syllabus review</li> <li>Basic Computer Concepts</li> <li>The principles of Systems</li> <li>Moodle access &amp; usage</li> <li>Internet Archive and the posting of documents and ephemera</li> </ul>	<ul style="list-style-type: none"> <li>Complete Basic Computer Skills Survey</li> <li>Take Pre-Test (ungraded quiz)</li> <li>Read Chapter 1, Intro to Computer, pg.. 2-29</li> <li>Read Chapter 3, Computer Software, pg.. 76-107</li> <li>Activate your login account: this MUST be done while on-campus on any computer!</li> <li>Login to your Ancilla email account at <a href="http://www.ancilla.edu/exchange">www.ancilla.edu/exchange</a></li> <li>Create an account on Internet Archive</li> <li>Create a CS135 folder on your flash drive and your H: drive to save all your course files in</li> <li>Login to Moodle and post to the Discussion forum #1</li> </ul>	<ul style="list-style-type: none"> <li>Send a test email with a file attachment to the instructor at: <a href="mailto:garthus801@gmail.com">garthus801@gmail.com</a>. Make your subject line "CS135-4 Test Email"</li> <li><b>Quiz:</b> Intro to Computer Concepts</li> <li><b>Quiz:</b> Computer Software Concepts</li> <li><b>Post</b> a response to the <b>Discussion Forum #1:</b> Introduce yourself and your Computer experience by Saturday. <b>Respond</b> to two classmate posts by the end of the week.</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>Internet &amp; Email</li> <li>Windows Navigation/Basic Skills</li> <li>Windows file management</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 5, Intro to Internet &amp; Email, pg.. 140-187</li> <li>Read Chapter 7, Exploring Microsoft Windows, pg.. 226-248</li> <li>Read Chapter 8, Managing Your Files, pg.. 250-267</li> <li>Create your SAM account access</li> </ul>	<ul style="list-style-type: none"> <li><b>Quiz:</b> Intro to Internet &amp; Email Concepts</li> <li><b>Quiz:</b> Windows navigation &amp; File management</li> <li><b>Complete SAM Exam:</b> Windows</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>Word – Creating a Document</li> <li>Word – Formatting Documents</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 10, Creating A Document, pg.. 298-343</li> <li>Read Chapter 11, Formatting a Long Document, pg. 344-382</li> </ul>	<ul style="list-style-type: none"> <li><b>Quiz:</b> Word document creation &amp; edits</li> <li><b>Quiz:</b> Word formatting</li> <li><b>Post</b> a response to the <b>Discussion Forum #2:</b> Discuss unique ways that you have used Word already and ways that you expect to use it in your future education or career. <b>Respond</b> to two classmate posts.</li> </ul>

<b>Week 4</b>	<ul style="list-style-type: none"> <li>Word – Enhancing a Document</li> <li>Word Capstone Project intro</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 12, Enhancing a Document, pg. 382-423</li> <li>Begin work on your Word Capstone Project which includes: a resume, business card, and cover letter (see instructions in Moodle)</li> </ul>	<ul style="list-style-type: none"> <li><b>Quiz:</b> Word Enhancements</li> <li><b>Complete SAM Projects:</b> Word</li> </ul>
<b>Week 5</b>	<ul style="list-style-type: none"> <li>Documents “in the cloud”</li> </ul>	<ul style="list-style-type: none"> <li>Create a Google Docs login account at <a href="http://docs.google.com">http://docs.google.com</a></li> <li>Complete the “Start of Course Feedback Survey”</li> </ul>	<ul style="list-style-type: none"> <li>Baseline Writing sample, Mission Statement, Terms of Use Essay</li> <li><b>Post</b> your thoughts to <b>Discussion Forum #3:</b> on creating an online file repository. <b>Respond</b> to two classmate posts.</li> </ul>
<b>Week 6</b>	<ul style="list-style-type: none"> <li>Electronic Portfolio Project Introduction</li> </ul>	<ul style="list-style-type: none"> <li>Create a Google Sites website for your Portfolio at <a href="http://sites.google.com">http://sites.google.com</a>. Use your name in your site title. For example: <b>Portfolio-GerardArthus</b> (do not use spaces)</li> <li>Review the Portfolio website requirements, and samples</li> </ul>	<ul style="list-style-type: none"> <li><b>Post</b> your new Portfolio website address to <b>Discussion Forum #4:</b> on creating an online Portfolio and sharing it with others. Be sure to include the web address for your new Portfolio. <b>Respond</b> to two classmate posts.</li> </ul>
<b>Week 7</b>	<ul style="list-style-type: none"> <li>Excel – Creating a Workbook</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 13, Creating a Workbook, pg. 424-457</li> </ul>	<ul style="list-style-type: none"> <li><b>Quiz:</b> Creating an Excel Workbook</li> </ul>
<b>Week 8</b>	<ul style="list-style-type: none"> <li>Excel – Formatting a Workbook</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 14, Formatting a Workbook, pg. 458-497</li> </ul>	<ul style="list-style-type: none"> <li><b>Quiz:</b> Formatting an Excel Workbook</li> </ul>
<b>Week 9</b>	<ul style="list-style-type: none"> <li>Excel – Working with Formulas and Functions</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 15, Working with Formulas and Functions, pg. 498-529</li> </ul>	<ul style="list-style-type: none"> <li><b>Quiz:</b> Formulas and Functions</li> <li><b>Post</b> a response to the <b>Discussion Forum #5:</b> Using Excel. <b>Respond</b> to two classmate posts.</li> </ul>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>Excel – Inserting &amp; formatting Charts</li> <li>Excel Capstone project intro</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 16, Inserting and Formatting Charts, pg. 530-565</li> <li>Begin work on your Excel project family budget spreadsheet. (see instructions in Moodle)</li> </ul>	<ul style="list-style-type: none"> <li><b>Quiz:</b> Inserting and Formatting Charts</li> <li><b>Complete SAM Projects:</b> Excel</li> <li><b>Word Capstone project is DUE</b></li> </ul>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>PowerPoint – Creating a Presentation</li> <li>PowerPoint – Enhancing a Presentation</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 20, Creating a Presentation</li> <li>Read Chapter 21, Enhancing a Presentation</li> <li>Work on completing your Portfolio website</li> </ul>	<ul style="list-style-type: none"> <li><b>Quiz:</b> Creating PowerPoint presentations</li> <li><b>Quiz:</b> Enhancing PowerPoint presentations</li> <li><b>Complete SAM Projects:</b> PowerPoint</li> <li><b>Post</b> a response to the <b>Discussion Forum #6:</b> Using PowerPoint. <b>Respond</b> to two classmate posts.</li> </ul>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>PowerPoint Capstone Project Intro</li> <li>Access – Creating a database</li> </ul>	<ul style="list-style-type: none"> <li>Begin work on your PowerPoint project “About Me” presentation (see instructions in Moodle)</li> <li>Read Chapter 17, Creating a Database, pg. 566-601</li> </ul>	<ul style="list-style-type: none"> <li><b>Excel Capstone Project is DUE</b></li> <li><b>Quiz:</b> creating a database</li> </ul>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>Access – Maintaining a database</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 18, Maintaining and Querying a Database, pg. 602-633</li> </ul>	<ul style="list-style-type: none"> <li><b>Quiz:</b> maintaining &amp; querying a database</li> <li><b>Complete SAM Projects:</b> Access</li> <li><b>PowerPoint Capstone Project is DUE</b></li> </ul>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>Integrating Office Applications</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 22, Integration, pg. 738-770</li> </ul>	<ul style="list-style-type: none"> <li><b>Quiz:</b> Integration</li> <li><b>Post</b> your thoughts to <b>Discussion Forum #7:</b> on the Portfolio project. Do you think it will be valuable to you to chart your growth while in college? <b>Respond</b> to two classmate posts.</li> </ul>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>Final Exam review</li> </ul>	<ul style="list-style-type: none"> <li>Study for Final Exam</li> <li>Complete the <b>Post Test</b></li> <li>Complete the <b>Post Skills Survey</b></li> <li>Complete the <b>Course Evaluations</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Upload</b> final <b>Portfolio Project</b> website link to the <b>Discussion Forum #8:</b> with your final course post about what you learned in this course, especially on the portfolio website project that you think you might</li> </ul>

			use again and/or show your friends, family, teachers, or co-workers.
<b>Week 16</b>	<ul style="list-style-type: none"> <li>• <b>Final Exam</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Final Exam: Concepts</b> questions on Moodle</li> <li>• <b>Final Exam: Hands-On</b> projects in SAM Projects</li> </ul>	
<p>Final Grades will be posted in Moodle by Monday, May 5<sup>th</sup></p> <p>Or, go to <a href="https://empower.ancilla.edu">https://empower.ancilla.edu</a> and login to see your final grades after Dec. 15<sup>th</sup></p> <p><b>Have a great Summer!</b></p>			